Basic Speech Outlines

**“An outline is a blueprint for your presentation.”**

The basic speech outline template for **structural elements** is:

1. Introduction
2. Body
3. Conclusion

Similarly, the basic speech outline template for **logical elements** is the familiar advice:

1. Tell them what you’re going to say
2. Tell them
3. Tell them what you’ve said

Put these together, and you have the start of **a generic speech outline**:

1. Introduction — Establish topic and core message; list supporting points
2. Body
   1. Supporting Point One
   2. Supporting Point Two
   3. Supporting Point Three
3. Conclusion — Recap main points; summarize core message; call-to-action

It is surprising how well this simple 3-part outline template works for a wide range of speech topics. Incidentally, this **same basic formula** can be seen in novels, short stories, movies, plays, reports, business briefings, emails, articles memos, and many other forms of communication.

How to start a speech!

<https://conorneill.com/2011/10/31/exercise-how-to-start-a-speech/>

Ted Talk Speech Rules: Hooking the Audience

<https://blog.slideshare.net/2014/07/30/set-your-hook-to-capture-your-audience>

